



Policy: 4610
Procedure: 4610.11
Chapter: Case Management and Parole
Supervision
Rule: Difficult-to-Place Juveniles

Effective: 08/23/07
Replaces: 4320.07
Dated: 02/14/02

Purpose:

The Arizona Department of Juvenile Corrections (ADJC) shall identify difficult-to-place juveniles at the beginning of their treatment program in order to have community options available at the time of earned release.

Rules:

1. **Criteria:** Criteria that define a juvenile as "difficult-to-place" include one or more of the following:
 - a. Home is not an option for future placement when identified victims are living in the home;
 - b. Diagnostic and Statistical Manual of Mental Disorders IV Text Version (DSM-IV-TR) diagnosis of mental illness;
 - c. Prolonged history of being unsuccessful in out-of-home placements;
 - d. Prolonged history of aggressive/assaultive behavior; and
 - e. Low-functioning/lacking in cognitive skills.
2. **Identification and Staffing Requirements:**
 - a. At a juvenile's Multidisciplinary Team (MDT) initial staffing, the **MDT** shall identify if a juvenile may be difficult-to-place based on the above listed criteria;
 - b. If the juvenile meets one or more of the criteria, the **YOUTH PROGRAM OFFICER III (YPO III) CASEWORKER** shall then schedule an MDT staffing 90 days prior to Minimum Release Date (MRD) and notify:
 - i. Case Manager/Parole Officer;
 - ii. Psychology Associate;
 - iii. Educational representative;
 - iv. Parent/legal guardian;
 - v. Clinical Services Division Director;
 - vi. Secure facility Psychologist;
 - vii. Family Service Coordinators/Institution Family Liaisons;
 - viii. Any appropriate legal representative;
 - ix. Department of Economic Security (DES) Caseworker, if assigned;
 - x. Appropriate Regional Behavioral Health Authority (RBHA) representative, if applicable;
 - xi. ADJC's Community Services Placement Coordinator, if applicable.
 - c. At the staffing, the **MDT** shall review the Continuous Case Plan (CCP) to identify the following areas to be addressed prior to release:
 - i. Title XIX/XXI eligibility
 - ii. RBHA referral;
 - iii. Dual ward status; and
 - iv. Individualized Educational Plan (IEP).
 - d. If Child Protective Services (CPS) and/or the RBHAs do not support out-of-home service recommendations from the MDT:
 - i. The **PAROLE OFFICER** shall immediately following the staffing, if applicable:
 - (1) Obtain written denial documentation and attach a copy of the Form [4610.11A](#) Parole/Override Staffing; and
 - (2) Submit the Parole/Override Staffing form to the Parole Supervisor.
 - ii. The **PAROLE SUPERVISOR** shall forward the form to the Community Services Administrator for review;

- iii. The **COMMUNITY SERVICES ADMINISTRATOR** upon approval shall contact the Parole Officer to submit a service request.

3. Placement and Continuous Case Plan (CCP) Follow-up:

- a. A minimum of 60 days prior, if at all possible, to the juvenile's expected release date, the **COMMUNITY SERVICES PLACEMENT COORDINATOR** shall have a placement identified and the approval secured;
- b. **COMMUNITY SERVICES EMPLOYEES** shall communicate with other affected entities i.e. CPS/RBHAs to discuss cost sharing and transportation expenses;
- c. The **CASE MANAGER/PAROLE OFFICER** shall:
 - i. Ensure other requirements due by other entities, such as Interstate Compact for Juveniles (ICJ) and Interstate Compact for the Placement of Children (ICPC) packets and investigations, are completed;
 - ii. Ensure that the placement is appropriate to provide intervention according to the juvenile's needs if the juvenile is released interstate to a placement or to a placement in state;
 - iii. Ensure a complete CCP:
 - (1) Reflects placement objectives consistent with identified needs; and
 - (2) Progress can be measured with specific target dates for completion of goals.
 - iv. Contact the placement, legal guardian, and the juvenile telephonically every month while the juvenile is in placement.
- d. The **PAROLE ADMINISTRATOR** may decide the contact with the juvenile and with the placement to be face-to-face, even in cases of out-of-state placements;
- e. After the CCP/MDT staffing the **PAROLE OFFICER** shall discuss any problems encountered and review and update any progress made.

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